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AUTHOR Whildin, Sara Lou, Comp.
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ABSTRACT

A survey questionnaire was sent to 200 academic libraries in Pennsylvania to identify those that were involved in library instruction and to ascertain the content of such programs. This directory is the product of the survey and presents the information collected. The 67 responding libraries are listed in alphabetical order. The questionnaire used and a selective index of questionnaire topics are appended. (Author/DS)

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A DIRECTORY
of
LIBRARY INSTRUCTION PROGRAMS
in
PENNSYLVANIA ACADEMIC LIBRARIES

Compiled by
Sara Lou Whildin

Sponsored by
College and Research Libraries Division
Pennsylvania Library Association

Summer 1975

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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INTRODUCTION

In May 1975, the College and Research Libraries Division of the Pennsylvania Library Association conducted a survey of library instruction programs in Pennsylvania academic libraries. The purpose of the survey was to identify those libraries which were involved in library instruction; the content of their programs; the persons responsible for instruction. Believing that professionals involved in instruction throughout the state would benefit from the information gathered by the survey, it was planned to disseminate the information through a summary report at the 1975 PLA Annual Conference, and the compilation of a directory. This directory is the product of the survey and presents the information collected.

The survey was conducted using a written questionnaire (copy appended) which was mailed to 200 academic libraries listed in the Directory of Pennsylvania Library Resources. Of the 67 responding libraries, 39 serve institutions that are privately supported; 28 institutions that are publicly supported. Forty-five libraries reported enrollments of less than 2000; 16 of 2,000 - 10,000; 3 of over 20,000. Fifteen libraries support two year college programs; 25 support four year undergraduate programs; 22 support both graduate and undergraduate programs; 5 support graduate and professional programs only.

All of the reporting libraries indicated they are involved in some form of library instruction. Fifty-four libraries provided conducted tours; 10 have printed self-guided tours; 5 have cassette sef-guided tours; 9 have slide-tape, film or videotape tours. Nineteen libraries offer some form of self-instruction; of these, 5 have programmed materials; 8 have exercises; 2 have slide-tapes; 4 identified some other form of printed materials as self-instructive, such as manuals or pathfinders. All libraries employ some point-of-use instruction; 25 using print materials; 7 using non-print materials. All but two libraries provide lectures to classes; 11 have formal courses in library use; nine offer term paper clinics.

Print materials are used for library instruction in all responding libraries except three. Thirty-two libraries indicated they use subject bibliographies; 25 subject guides; 40 guides to tools; 22 exercises or assignments; 58 student or faculty handbooks; 4 programmed materials; 8 texts or manuals. Twenty-eight libraries use no non-print materials. Of the 39 libraries that reported the use of non-print materials, 7 use films; 13 filmstrips; 1 television; 3 videotapes; 10 audiotapes or cassettes; 20 transparencies; 9 slides only; 17 slide-tapes; and 3 computers.

When asked in what subject areas instruction is currently given, many libraries did not answer specifically. For those that did specify subject areas, the frequency of subjects listed is as follows: English (39); history (14); biology, education, political science, sociology (13); psychology (11); chemistry and nursing (8); business and speech (7); economics (4); art, engineering, French, geography, humanities, religion (3); criminology, geology, German, health science, music, pharmacy and pharmacology, physics (2); agriculture, demography, developmental studies, drama, film, law, library science, medicine, physical education, regional planning, Spanish (1).

The responses to questions regarding the administration and organization of library instruction allow the most room for interpretation. While it is difficult to summarize this data, a few observations can be made. With regard to personnel policy and practices, 16 libraries include library instruction activity in the written job descriptions for those involved; 9 have special qualifications for librarians involved in instruction; 11 have special procedures for evaluating their performance. In no responding library are any personnel devoting full time to instruction; all have some other responsibility. With regard to program planning and evaluation, 7 libraries have an established procedure to assess need for instruction; 11 have written objective statements; 12 indicated there had been some evaluation of their program; estimates of enrollment reached ranged from 1 to 100%. No reporting library has an identifiable fund for library instruction, although a few indicated they could probably arrive at an estimated figure. Seven libraries engage in some cooperative instructional activity with other libraries.

The data which has been briefly summarized above is described in the following directory of programs which is an alphabetical listing of responding institutions. The description of each follows the information provided on the questionnaire. At the end of the alphabetical listing is a selective index of questionnaire topics. Index entries are not included for frequently listed items such as conducted tours, lectures to classes, handbooks, subject bibliographies, subject guides and guides to tools.

The College and Research Libraries Division Board appreciates the cooperation of the libraries participating in this survey.

Pennsylvania Library Association
College and Research Libraries Division
Sara Lou Whildin, Compiler
August 1975

ALPHABETICAL LISTING

ALBRIGHT COLLEGE (priv,1300,4 yr. undergrad)
Mary E. Stillman, Librarian
Reading, Pa. 19604 (215-921-2381, x 223)

Methods: point of use by librarian, lectures to classes and other groups.
Print Materials: student handbook (a pamphlet), list of index and abstracts.
Subjects: English - freshmen; Spanish and history - seniors.
Administered by: Chief Librarian, less than half time.
Staff Involved: 4 librarians less than half time, 6 non-pro hrs./yr.
Enrollment Reached: 25%.

BEAVER COLLEGE (priv, ,undergrad and grad)
Russell McWhinney, Librarian
Glenside, Pa. 19038 (215-TU4-3500, x 221 or 222)

Methods: conducted tours, lectures to classes.
Print Materials: subject bibliographies for classes, student handbook.
Non-print Materials: transparencies with classes.
Subjects: English - freshmen; others as requested.
Administered by: Readers' Services Department Head, less than half time.
Staff Involved: 2 librarians less than half time.
Job Descriptions: yes.
Enrollment Reached: 20% est.

BRYN MAWR COLLEGE (priv, ,undergrad and grad)
Gertrude Reed, Reference Librarian
Canaday Library
Bryn Mawr, Pa. 19010 (LA5-1000, x 304)

Methods: conducted tours, point of use by librarian, lectures to classes.
Print Materials: a series of in-house pamphlets on how to use the library, how to do research, reference services, the Humanities, (Sciences and Social Sciences in prep).
Subjects: English - freshmen, tour only stressing some of the more generally used reference tools; occasional hour of instruction upon request, demography, social work, economic statistics.
Administered by: cooperation of reference librarians.
Staff Involved: 4 librarians less than half time, 20 non-pro hrs./yr.
Enrollment Reached: 25%.
Cooperation: Haverford and Bryn Mawr students can have tours of both libraries. They may be in classes at either college where the Library is asked to cooperate.

BUCKNELL UNIVERSITY (priv,2900,undergrad and grad)
Patricia J. Rom, Head
Reference Department
Ellen Clarke Bertrand Library
Lewisburg, Pa. 17838 (717524-3056)

Methods: conducted and cassette self-guided tours, point of use by librarian, lectures to classes and other groups.
Print Materials: subject bibliographies with classes or distributed to individuals; bookmarks explaining the various divisions of the library and use

BUCKNELL UNIVERSITY - continued

of the card catalog; exercises or assignments done infrequently in conjunction with classes; a handout which is to a computer program of selected areas of the collection is experimental and there is some question whether or not it will be continued.

Non-print materials: cassettes for self-guided tour, transparencies to explain reference tools.

Subjects: English - beginning and upper division; political science - all levels; economics - upper division; sociology - beginning and upper division; chemistry - introductory; chemical engineering - juniors; psychology - beginning thru graduate; film - freshmen and upper divsion; freshmen - interdisciplinary seminars.

Administered by: Head Reference Department, less than half time.

Staff Involved: 3 librarians less than half time.

Job Descriptions: stated in job description that doing library lectures is part of any job in the reference department.

Program Evaluation: not formal, but increase in demand.

Enrollment Reached: percentage very small.

BUTLER COUNTY COMMUNITY COLLEGE (pub,2440,2 yr college)
Joan Russo, Reference and Media Services Librarian
Butler, Pa. 16001 (287-8711, x 196)

Methods: conducted and cassette self-guided tours; point of use by librarian, lectures to classes; instruction by individual appt. with forms distributed thru English classes; initial orientation is given by student orientation leaders who attend a training session given by a librarian and/or locally prepared cassette self-tour and accompanying written outline.

Print Materials: subject bibliographies available at reference desk; guides to indexes and card catalog have been included in handbooks or used with classes; student handbook given to all new students and at reference desk.

Non-print Materials: cassette for tour; 3 sets of slides prepared by English instructor, used in his classes only; commercially prepared slide-tape on Cumulated Index to Nursing Literature from Glendale Adventist Hospital used as part of lecture-tour for all new nursing students; transparencies used with English Composition II classes.

Subjects: English and Western Civilization - freshmen; nursing and criminology - undergrad majors.

Administered by: Reference and Media Services Librarian, less than half time.

Staff Involved: 3 librarians, less than half time.

Job Descriptions: yes.

Performance Evaluation: librarians take personal responsibility for securing written faculty evaluation for submission to promotion and tenure committee at appropriate time.

CABRINI COLLEGE (priv,450,4 yr. undergrad)
Carolyn Gough, Library Director
Holy Spirit Library
Radnor, Pa. 19087 (215-687-2100, x 50)

Methods: point of use by librarian, and thru print and non-print materials; lectures to classes or other groups by request; general library use course for credit with emphasis on library technology.

Print Materials: subject bibliographies for classes; guides to tools, student handbook, text: Gates. Guide to the Use of Books and Libraries.

CABRINI COLLEGE - continued

Non-print Materials: filmstrip with class lectures to illustrate use of tools.
Subjects: English and Biology - freshmen; special education, psychology, biology, sociology, education - upper division.
Administered by: Library Director, less than half time.
Staff Involved: 1 librarian less than half time, 35 non-pro hrs/yr.
Enrollment Reached: 75% of freshmen, 15% of upperclassmen.

CALIFORNIA STATE COLLEGE (pub,3900,undergrad and grad)
William L. Beck, Library Department Chairman
J. Albert Reed Library
California, Pa. 15419 (412-938-4096)

Methods: point of use by librarian, print materials and non-print materials; lectures to classes and other groups; term paper clinics.
Print Materials: subject bibliographies for classes; exercises or assignments for classes; handouts for classes on general information, ERIC, government documents, specific reference books and indexes.
Non-print Materials: slides for classes, transparencies for classes.
Administered by: all information service librarians.
Staff Involved: 6 librarians less than half time.
Need Assessed by: contat with the three schools thru liason librarians, and announcement in library newsletter.
Enrollment Reached: 35-40%.

CARLOW COLLEGE (priv,850,4 yr. undergrad)
Sister Patricia Hodge, R.S.M., Head Librarian
Grace Library
Pittsburgh, Pa. 15213 (412-683-4800, x 274)

Methods: conducted tours, point of use by librarian and thru print materials, lectures to classes and other groups.
Print Materials: subject bibliographies, subject guides, guides to tools, exercises or assignments, student handbook, faculty handbook.
Subjects: all areas but frequently: English and American literature, world literature, composition, nursing, chemistry, continuing education, speech communication.
Administered by: Head librarian with participation of all librarians.
Staff Involved: 2 full time and 2 half time professional,1 paraprofessional (this does not appear to be only time involved with instruction but uncertain).
Evaluation: informal report from faculty and students.
Enrollment Reached: varies each year, in 73-74, 45.4%.

CEDAR CREST COLLEGE and MUHLENBERG COLLEGE (priv,596 and 1499, 4 yr. undergrad)
Dianne Melnychuk (CCC) (215-437-4471, x 264) Dennis Phillips (MB)
Susan Klimley (MB) (215-433-3191, x 214)
Reference Librarians
Allentown, Pa. 18104

Methods: conducted tours; self-instruction thru programmed materials and exercises; point of use by librarian and print materials; lectures to classes; series of weekly presentations on search strategies by disciplines.
Print Materials: subject bibliographies for classes and to pick-up, and point of use; subject guides for classes and at point of use; guides to card catalog; guide to government documents; exercises in biology and English; programmed materials in biology.

CEDAR CREST COLLEGE and MUHLENBERG COLLEGE - continued

Non-print Materials: commercially produced film on SCI (have discontinued use); slides on ERIC search strategy and use of SCI; transparencies of search strategies and tools in most subject listed below:

Subjects: biology - freshmen and undergrad majors; chemistry - undergrad majors; economics - undergrad majors; education - teacher trainees; English - freshmen and undergrad majors; foreign languages - undergraduate majors in French and German; history - undergrad majors; music - undergrad majors; nursing - undergrad majors; physics - undergrad majors; political science - freshmen and undergrad majors; psychology - undergrad majors; sociology - undergrad majors.

Administered by: goals and objectives of instructional program determined by professional staff of Public Services unit, with consent of Library Director. Professional staff members divide instructional assignments according to subject expertise, interests, scheduling demands.

Staff Involved: 4 librarians actively instructing, preparing materials; their full time equivalency is 1.5 professionals; est. 210 non-pro hrs/yr.

Job Descriptions: as part of job description which covers other responsibilities of staff member.

Qualifications: teaching experience or evidence of teaching potential, knowledge of academic library instructional developments, subject background (of three public service positions, one is for librarian with science background, one for social sciences, one for literature and the fine arts).

Performance Evaluation: librarian's performance based on a review of the goals and progress toward those goals each staff member establishes for himself as coordinated with the goals of his unit.

Need Assessed by: consultation with faculty, observations and experiences at reference desk.

Objectives: general, "to provide instruction in bibliography and the organization and use of library resources, including individual and classroom instruction, and orientation for students and faculty, and continuing education for staff." Specific objectives are under development for specific programs in 1975-76.

Program Evaluation: questionnaires are completed by students in all course-related instruction; biology lab tests cover library instruction, exercises.

Enrollment Reached: 42% Cedar Crest, 42% Muhlenberg.

Cooperation: Cedar Crest and Muhlenberg plan, carry out and evaluate instructional activities as a single unit. Personnel are pooled for instructional assignments. The reference staffs of the Lehigh Valley Association of Independent College Libraries are exchanging instructional materials to identify areas of mutual interests on which to develop activities which may include joint preparation of instructional aids and exchange of staff.

CHESTNUT HILL HOSPITAL NURSING SCHOOL (priv,90, nursing diploma program)
Eureete R. Carson, Librarian
8835 Germantown Ave.
Philadelphia, Pa. 19118 (Ch2-1000, x 316)

Methods: conducted tours, programmed self-instruction, point of use by librarian, lectures to classes and other groups, general library use course for no credit.

Print Materials: student handbook, faculty handbook, textbook or manuals, bibliographies.

Non-print Materials: films; audio-tapes or cassettes; slide-tapes, transparencies.

Staff Involved: one librarian, 1 non-pro working constantly.

Evaluation: by students.

Need Assessed by: instructor's bibliography.

Enrollment Reached: 100%.

CLARION STATE COLLEGE, VENANGO CAMPUS (pub,268, 2 yr college)
Mrs. Mary E. Williams, Head Librarian
1801 West First Street
Oil City, Pa. 16301 (814-676-6591)

Methods: conducted tours; point of use by librarians, print and non-print materials; lectures to classes, orientation groups, and students as assigned in groups according to class projects.
Print Materials: subject bibliographies for classes; guides to tools for classes (use print materials available from H.W. Wilson Co. and locally produced reproductions of periodical index entries, catalog cards, etc.); student handbook as a freebie or with classes.
Non-print Materials: transparencies for classes and tours.
Subjects: English - freshmen; speech, geography, nursing - freshmen and sophomores.
Administered by: 2 librarians share responsibility and plan together.
Staff Involved: 2 librarians less than half time, 15 non-pro hrs/yr.
Enrollment Reached: 60% est.
Job Descriptions: yes.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY, ALLEGHENY CAMPUS (pub, 2 yr college)
Linda B. Robinson, Library Director
808 Ridge Avenue
Pittsburgh, Pa. 15212 (412-237-2591)

Methods: conducted tours(an a-v tour in prep for fall); self-instruction programmed materials; Pathfinders and bibliographies;lectures to classes and other groups; term paper clinics.
Print Materials: subject bibliographies for classes, and as freebies, and at point of use; subject guides and guides to tools for classes and as freebies; student handbook; texts or manuals at point of use; exercises or assignments for classes or as freebies.
Non-print Materials: films in seperate courses; transparencies for classes.
Subjects: English, developmental studies, history, political science, business, psychology, sociology.
Administered by: librarians in Information Services unit, each has a subject specialty.
Staff Involved: 4 librarians less than half time, very few non-pro hrs.
Job Descriptions: very general.
Performance Evaluation: general evaluative procedures and techniques.
Enrollment Reached: 30% est.

COMMUNITY COLLEGE OF PHILADELPHIA (pub,6,000, 2 yr college)
Aimee Weiss, Reference Librarian
Educational Resources Center
34 S. 11th St.
Philadelphia, Pa. 19107 (LO9-3680, x 251-2-3)

Methods: conducted tours, slide-tape tour in prep.; self-instruction exercises; point of use by librarian and thru print and non-print materials; lectures in Cooperative Learning Program, a course in study skills, library skills, and career development.
Print Materials: subject bibliographies available at reference desk; subject guides for pick up; guides to tools posted and distributed; exercises or assignments distributed to class group following instruction and used by English instructors; student handbooks for classes and pick up.

COMMUNITY COLLEGE OF PHILADELPHIA - continued

Non-print Materials: films on Readers' Guide use (infrequently used by English instructors); filmstrips on research paper, card catalog, indexes, reference collection, etc. Slide-tape program in prep., a basic program to be used in library carrells; transparencies for classes.
Administered by: Reference Librarian, less than half time.
Staff Involved: 4 librarians less than half time.
Enrollment Reached: 15% est.

DELAWARE COUNTY COMMUNITY COLLEGE (pub,3000, 2 yr college)
Jack O. Moyer, Director
Media, Pa. 19063 (215-353-5400, x 445)

Methods: conducted tours, point of use by librarian, lectures to classes, term paper clinics.
Print Materials: student handbook with classes, and as freebie.
Subjects: English all levels.
Administered by: Director, less than half time.
Staff Involved: 3 librarians, less than half time.
Enrollment Reached: 100%.

DICKINSON COLLEGE (priv,1600, 4 yr undergrad)
Yates M. Forbis, Director
Chairman of Department of Library Resources
Carlisle, Pa. 17013 (717-243-5121, x 396)

Methods: conducted and slide-tape tours; point of use by librarian; lectures to classes; formal course in general library use for credit, taught each semester to 2nd semester freshmen on up, limit 15 in each of two sections, called L.S. 201 Library Resources, designed to give students best techniques and knowledge of library research.
Print Materials: subject guides, guides to tools, exercises or assignments.
Non-print Materials: slide-tape programs.
Subjects: humanities, social sciences, and natural sciences - all levels.
Administered by: 6 librarians sharing in administration and implementation.
Qualifications: must be a member of the college faculty and have special expertise in one or more areas of the library.
Staff Involved: 6 librarians less than half time.
Performance Evaluation: peer evaluations, written, and student evaluations using standardized local form.
Objectives: "to teach the effective use of library and library resources."
Program Evaluation: informal self-evaluation; student evaluation using local form and informal written evaluations.
Enrollment Reached: formal course reaches approx. 5%; informal 35%.

EASTERN COLLEGE (priv,548, 4 yr. undergrad)
William Gundlah, Librarian
Warner Memorial Library
St. Davids, Pa. 19087 (MU8-3300, x 210)

Methods: conducted tours, lectures to classes.
Print Materials: student handbook.
Non-print Materials: television, videotape and transparencies in class lectures; audio-tapes or cassettes individually used by faculty.

ELIZABETHTOWN COLLEGE (priv,1420, 4 yr. undergrad)
Virginia K. Christopher
Readers' Services Librarian
Elizabethtown, Pa. 17022 (717-367-1151, x 243)

Methods: conducted, printed self-guided, and filmstrip tours;self-instruction exercises; point of use by librarians; lectures to classes and other groups.
Print Materials: subject bibliographies with class lectures; subject guides as freebies to pick up; exercises or assignments with class lectures; student handbook for college distribution.
Non-print Materials: filmstrip for general information usually used with freshmen; audio-tapes or cassettes with general information used with reading lab students; slides on subjects; transparencies used in all programs to show floor plan and services.
Subjects: English and sociology - freshmen; history - various levels; biology and political science - undergrad majors; education - fundamentals course for majors.
Administered by: Readers' Services Librarian, less than half time.
Staff Involved: 2 librarians less than half time.
Need Assessed by: an established procedure, not described.
Enrollment Reached: 20%.

FRANKLIN AND MARSHALL COLLEGE (priv,2000, 4 yr. undergrad)
Frances L. Hopkins, Reference Librarian
Fackenthal Library
Lancaster, Pa. 17604 (717-393-3621)

Methods: conducted tours when requested by students; handbook can be used as a self-guided tour; point of use by librarians and thru print materials; lectures to classes. Occasionally supervise senior students in independent study projects involving extensive library use.
Print Materials: subject bibliographies for classes and for pick up; exercises or assignments sometimes prepared at the request of faculty; student handbook; instruction sheet on ILL procedure posted in reference room.
Subjects: various course in the fields of business administration, government, religious studies, drama, English literature, geology; biology in prep. for fall.
Administered by: Reference Librarian.
Staff Involved: two librarian, time not specified.
Evaluation: procedures in prep.
Needs Assessed by: experience of working with individuals.
Enrollment Reached: 10%.

HARCUM JUNIOR COLLEGE (priv,570, 2 yr college)
Sarah J. Anglero, Director of Library Services
Montgomery and Morris Aves.
Bryn Mawr, Pa. 19010 (215-LA5-4100)

Methods: conducted tours, point of use by librarians, lectures to classes.
Print Materials: subject guides, guides to tools.
Non-print Materials: transparencies.
Subjects: English- freshmen; others as requested.
Administered by: Director, less than half time.
Staff Involved: 2 librarians less than half time.
Enrollment Reached: 80% est.

IMMACULATA COLLEGE (priv,765, 4 yr. undergrad)
Sister Florence Marie, Librarian
Immaculata, Pa. 19345 (215-647-4400, x 229)

Methods: conducted and printed self-guided tours; point of use by librarian and thru print and non-print materials; self-instruction thru programmed materials, filmstrips and manuals; lectures to classes and continuing education groups.
Print Materials: guides to tools available at reference desk; handbook given to all freshmen and distributed to faculty members; text: Gates. Guide to the Use of Books and Libraries.
Non-print Materials: filmstrip on general library usage, how to use the card catalog, reference books, periodicals, indexes, using the library to write a research paper.
Administered by: Librarian and assistant librarians.
Staff Involved: 2 librarians less than half time.
Enrollment Reached: 25%.

JUNIATA COLLEGE (priv,1100, 4 yr. undergrad)
Natalie Wiest, Science Librarian
Huntingdon, Pa. 16652 (814-643-4310, x 57)

Methods: conducted and film tour; point of use by librarian; lectures to classes; general library use course for credit, open to all students, will be offered in fall '75 for first time.
Print Materials: gudies to tools available at reference desk; exercises or assignments with classes; text: Gates. Guide to the Use of Books and Libraries.
Non-print Materials: film for freshmen orientation, given with short talk during English class, slides used with credit course.
Subjects: by request e.g. senior geology seminar.
Administered by: Reference Librarian, less than half time.
Staff Involved: 2 librarians less than half time.
Performance Evaluation: yes, no details.
Objectives: " to enable the student to use the library (this one specifically as well as much larger ones generally) effectively and efficiently."
Enrollment Reached: 2%.
Note: for further information contact Denise Blaisell, Reference Librarian.

KEYSTONE JUNIOR COLLEGE (priv,719, 2 yr college)
Miss Mary C. Van Nort, Librarian
Miller Library
LaPlume, Pa. 18440 (717-945-5141, x 75)

Methods: conducted tours for freshmen English classes.
Print Materials: handbook.
Administered by: Librarian and assistant librarian handle the tours.
Staff Involved: 2 librarians less than half time.
Objectives: "to instruct and guide students in the use of library resources."
Enrollment Reached: 90%.

KUTZTOWN STATE COLLEGE (pub, 5000, undergrad and grad)
John K. Amrhein, College Librarian
Rohrbach Library
Kutztown, Pa. 19530 (683-3511)

Methods: printed self-guided tours; point of use by librarian and thru print materials; lectures to classes; lectures to Ability Development Program students with poor study skills.
Print Materials: subject guides, Pathfinders used with lectues or given to individuals at reference desk; guides to the use of HRAF at point of use; student handbooks as freebies; faculty information in general faculty handbook; floor plans as freebie; guide to map collection at point of use and as freebie.
Non-print Materials: filmstrip on the use of ERIC, used with classes; slide-tape general orientation used with freshmen.
Administered by: librarians in Reference Department working together.
Staff Involved: 3 librarians less than half time.
Need Assessed by: informal conversations with faculty.

LAFAYETTE COLLEGE (priv,1976, 4 yr. undergrad)
Ronald E. Robbins, Head Reference Librarian
Skillman Library
Easton, Pa. 18042 (215-253-6281, x 291)

Methods: point of use by librarian and thru print materials; lectures to classes and orientation groups.
Print Materials: guides to the use of the library (2 sides of a printed sheet); section in student handbook on rules and procedures.
Subjects: history - freshmen and senior seminars; chemistry - junior majors; engineering - juniors in civil and metallurgical seminars; biology - sophomores.
Administered by: Head Reference Librarian, less than half time.
Staff Involved: 2 librarians less than half time.
Enrollment Reached: 10%.

LINCOLN UNIVERSITY (pub,1058, 4 yr. undergrad)
Mahinder S. Chopra, Reference Librarian
Langston Hughes Memorial Library
Lincoln University, Pa. 19352 (215-932-8300, x 261)

Methods: printed self-guided, slide-tape tours; point of use by librarian and thru print and non-print materials; lectures to classes and secondary school groups.
Print Materials: subject bibliographies, guides to tools, student handbook.
Non-print Materials: filmstrips, slide-tapes, transparencies.
Subjects: biology, business and finance, chemistry, history, humanities, political science, psychology.
Administered by: Reference Librarian, less than half time.
Staff Involved: 8 librarians less than half time.
Need Assessed by: contact with instructors.
Program Evaluation: instructors sometimes evaluate program and send comments to librarian.
Enrollment Reached: 40%.

LOCK HAVEN STATE COLLEGE (pub, 2400, 4 yr. undergrad)
Bruce E. Thomas, Head, Readers' Services
Stevenson Library
Lock Haven, Pa. 17745 (748-5351, x 333)

Methods: conducted tours, point of use by librarian, lectures to classes, library use course in undergraduate political science for no credit.
Print Materials: subject bibliographies, guides to tools, student handbook.
Subjects: English - freshmen; speech - undergraduate; history and political science - undergrad majors.
Administered by: Head Readers' Services, less than half time.
Staff Involved: 3 librarians less than half time.
Qualifications: reference training.
Enrollment Reached: 25%.

LUZERNE COUNTY COMMUNITY COLLEGE (pub,1200,2 yr college)
Robert N. Cohee, Library Director
Prospect St. and Middle Rd.
Nanticoke, Pa. 18634 (717-735-8300)

Methods: lectures to classes.
Print Materials: student handbook used with classes.
Non-print Materials: slide-tape program used with classes.
Subjects: English - freshmen.
Administered by: Library Director and professional staff plan and execute together.
Staff Involved: 3 librarians, 20 non-pro hrs/yr.
Program Evaluation: questionnaire survey (bi-annual).
Enrollment Reached: 85%.

LYCOMING COLLEGE (priv,1350, 4 yr. undergrad)
Charles Weyant, Director of Library Services
Williamsport, Pa. 17701 (717-326-1951, x 302)

Methods: lectures to classes, term paper clinics.
Print Materials: guides to tools at point of use, handbooks for pick up.
Administered by: Reference librarian, less than half time.
Staff Involved: 2 librarians, less than half time.
Enrollment Reached: 20%.

MEDICAL COLLEGE OF PENNSYLVANIA (priv,730, grad and nursing school)
Claire Schultz, Director of Libraries
3300 Henry Ave.
Philadelphia, Pa. 19129 (215-842-6913)

Methods: lectures to classes and other groups; special 2 week 40 hr/ wk optional course for entering freshmen; and "methods of learning" section of a credit anatomy course. A special version of "methods of learning" for disadvantage students in the American Federation for Negro Affairs program.
Print Materials: exercises and assignments for medical and nursing students during orientation; handbook for pick up; syllabi for two week courses and outlines for others; journallist with NLM abbrev. showing library holdings and name changes.
Non-print Materials: slide-tape introduction to four major indexes used as part of formal course, available for use by individuals; demo of

MEDICAL COLLEGE OF PENNSYLVANIA - continued

computer-aided instruction for MEDLINE searches, and demos of computer hookup for remote problem solving.
Subjects: freshmen medical students - 2 week course; nursing students - half day; salespersons for pharmaceutical company - 2 hours; salespersons for publishing company - 2 hours; students in American Foundation for Negro Affairs program - 2 week course; course for secretaries and lab technicians given periodically - 2 meetings per week for 1 month, 2 hrs/meeting.
Administered by: Librarian and reference librarian working together.
Staff Involved: 2 librarians less than half time, 40 non-pro hrs/yr.
Qualifications: special teaching ability and overview of needs of groups addressed.
Performance Evaluation: forms are used for feedback, but "grapevine" messages are sought and given special credence.
Program Evaluation: informal by ourselves, and word-of-mouth.
Enrollment Reached: 50% of all entering medical students, 100% entering nursing students.
Cooperation: with drug and pharmaceutical companies (see above).

MERCYHURST COLLEGE (priv,1296, 4 yr. undergrad)
Judith Bradley, Reference Librarian
Assistant to the Director
501 E. 38th St.
Erie, Pa. 16581 (814-864-0681)

Methods: printed self-guided tour will be used first time in Fall '75; point of use thru print materials will be used first time in fall; term paper clinic and mini-course for no credit under consideration.
Print Materials: student handbook, guides to card catalog, abstracts, indexes developed for first time use in fall.
Non-print Materials: slide-tape program on use of card catalog, bibliogrpahies, abstract, indexes to be used in mini-course or for classes.
Administered by: Reference Librarian, less than half time.
Staff Involved: 1 librarian less than half time.
Job Descriptions : library instruction is only one of the accountabilities listed in the job description of Reference Librarian.
Objectives: being developed this summer.
Program Evaulation: in developmental stage.
Cooperation: with Pennsylvania State University - Behrend College on the development of slide-tape program; member of LOEX.

MESSIAH COLLEGE (priv,829,4 yr. undergrad)
Miriam A. Bowers, Librarian
Grantham, Pa. 17027 (717-766-2511, x 234)

Methods: tours conducted occasionally; self-instruction thru use of handbook; term paper clinics proposed but not initiated; lectures to classes.
Print Materials: student and faculty handbook.
Subjects: English - freshmen; English and history - upper division.
Administered by: Head librarian and reference librarian together.
Staff Involved: 3 librarians less than half time.
Enrollment Reached: 20% est.

MONTGOMERY COUNTY COMMUNITY COLLEGE (pub,4300, 2 yr. college & contin. ed)
David E. Jones, Readers' Services Librarian
Learning Resources Center
340 DeKalb Pike
Blue Bell, Pa. 19422 (643-6000)

Methods: conducted and cassette self-guided tours; point of use by librarian and thru print materials; lectures to classes; general library use course for undergraduates.
Print Materials: subject bibliographies, subject guides, and guides to tools used in formal course and as needed by patron; exercises or assignments used in formal course; student handbook.
Non-print Materials: filmstrips used in courses; cassettes for individual general orientation; transparencies on catalog cards and indexes used in course.
Administered by: Readers' Services Librarian, less than half time.
Staff Involved: 1 librarian less than half time involved with formal course; 5 librarians involved less than half time in other activities; 90 non-pro hrs/yr.
Job Descriptions: yes.
Objectives: yes.
Enrollment Reached: 1%.

MORAVIAN COLLEGE (priv,1200, undergrad and grad, theological seminary)
Ruth C. D'Aleo, Reference Librarian
Reeves Library
Bethlehem, Pa. 18018 (865-0741, x 297)

Methods: conducted tours, point of use by librarian and thru print materials; lectures to classes.
Subjects: English and religion - freshmen; biology, art, English, sociology - undergraduate majors.
Administered by: Reference Librarian, less than half time.
Staff Involved: 2 librarians less than half time.
Enrollment Reached: 5%.

MOUNT ALOYSIUS JUNIOR COLLEGE (priv,440, 2 yr college)
Sr. Elizabeth Anne Brandreth, Librarian
Cresson, Pa. 16630 (814-886-4131)

Methods: conducted and cassette self-guided tours; point of use by librarian; lectures to classes.
Print Materials: Addison Wesley Pathfinders; handbook given to all freshmen.
Non-print Materials: cassettes for self-guided tour.
Subjects: English - freshmen.
Administered by: Librarian and reference librarian.
Staff Involved: 2 librarians less than half time.
Objective: within library's general objectives statement, "to help the students productively use the library resources."
Enrollment Reached: 50% with only the very introductory phase.

MUHLENBERG COLLEGE
see
CEDAR CREST COLLEGE and MUHLENBERG COLLEGE

PENNSYLVANIA STATE UNIVERSITY - BEAVER CAMPUS (pub,1000, 2 yr college)
Ruth Steele, Librarian
Brodhead Rd.
Monroe, Pa. 15061 (412-775-8830)

Methods: conducted tours; cassette self-guided, slide-tape tour in prep; point of use by librarians; lectures to classes; term paper clinics.
Print Materials: subject bibliographies; faculty handbooks.
Non-print Materials: slide-tape program.
Subjects: Speech and English - freshmen.
Administered by: two librarians working together.
Staff Involved: two librarians less than half time.
Program Evaluation: discussion with faculty.
Enrollment Reached: 25%.

PENNSYLVANIA STATE UNIVERSITY - BEHREND COLLEGE (pub,1500,undergrad and grad)
Linda F. Fisk, Reference Librarian
Station Road
Erie, Pa. 16510 (814-899-3101, x 273)

Methods: conducted and slide-tape tours; point of use thru print materials; lectures to classes.
Print Materials: subject guides, guides to tools, student handbook as freebies to pick up; faculty handbooks distributed to faculty.
Non-print Materials: slide-tape on card catalog, indexes and abstracts, bibliographies, stresses importance of asking for help, used for classes.
Subjects: English - freshmen; psychology and sociology - upperclassmen.
Administered by: Reference librarian, less than half time.
Staff Involved: 1 librarian less than half time, 2 non-pro hrs/yr.
Enrollment Reached: 25%.
Cooperation: with Mercyhurst College on development of slide-tape.

PENNSYLVANIA STATE UNIVERSITY - BERKS CAMPUS (pub,800, 2 yr college)
Deena Morganti, Reference Librarian
RD #5
Tulpehocken Rd.
Reading, Pa. 19608 (215-375-4211, x 22)

Methods: conducted tours; point of use by librarian and thru print materials; lectures to classes.
Print Materials: subject bibliographies for classes or as freebies; subject guides and guides to tools for classes, at point of use and as freebies; handbooks as freebies and distributed in freshmen orientation packets.
Subjects: English, speech, psychology, sociology - freshmen and sophomore.
Administered by: cooperation between 2 librarians.
Staff Involved: 2 librarians less than half time, 40 non-pro hrs/yr.
Enrollment Reached: 40%.

PENNSYLVANIA STATE UNIVERSITY - CAPITOL CAMPUS (pub,1800,upper division and grad)
Dr. Emerson Jacob, Librarian
Middletown, Pa. 17057 (717-787-7771)

Methods: conducted tours, point of use by librarian; lectures to classes and new students.
Print Materials: subject bibliographies used occasionally; library guides.

PENNSYLVANIA STATE UNIVERSITY - CAPITOL CAMPUS - continued

Subjects: engineering, business, education,regional planning, humanities, social sciences: sociology, psychology, political science.
Administered by: 2 reference librarians.
Staff Involved: 2 librarians less than half time and 10 non-pro hrs/yr.
Program Evaluation: unsolicited evaluation by faculty members.
Enrollment Reached: 40%.

PENNSYLVANIA STATE UNIVERSITY - DUBOIS CAMPUS (pub,500, 2 and 4 yr undergrad)
Merle U. Fox
College Place
DuBois, Pa. 15801 (814-371-2800)

Methods: conducted tours, point of use by librarian, lectures to classes.
Print Materials: student handbook and manual.
Subjects: English - freshmen, and continuing education.
Administered by: Librarian, less than half time.
Staff Involved: 1 librarian less than half time, 40 non-pro hrs/yr.
Program Evaluation: lecture, tour of library has been evaluated.
Enrollment Reached: 65%.

PENNSYLVANIA STATE UNIVERSITY - MCKEESPORT CAMPUS (pub,1100,2 yr college)
Emil G. Rumisek, Librarian
University Drive
McKeesport, Pa. 15132 (412-678-9501, x 228)

Methods: conducted tours, point of use by librarian, lectures to classes.
Administered by: Librarian, less than half time.
Staff Involved: 1 librarian less than half time.
Enrollment Reached: 10%.

PENNSYLVANIA STATE UNIVERSITY - UNIVERSITY PARK CAMPUS (pub,42,000,undergrad and grad)
Murray S. Martin, Associate Dean
505C Pattee Library
University Park, Pa. 16802 (814-865-0401)

Methods: conducted and printed self-guided tours; point of use by librarian and thru print and non-print materials; self-instruction thru slide-tape or notebook-tape programs; lectures to classes and other groups; term paper clinics; voluntary seminares on various topics; formal general library use course (LScI) for undergraduates; formal courses in chemical literature and agricultural literature for advanced undergraduates.
Print Materials: subject bibliographies for formal course, class lectures, freebies; subject guides (experimental for the most part); guides to tools; exercises or assignments in formal course and class lectures; student handbook; text for formal course: Gates. Guide to the Use of Books and Libraries (optional).
Non-print Materials: transparencies used in formal course and class lectures; slide-tapes on general orientation, Education Index, basic business reference materials, PAIS and the Monthly Catalog.
Subjects: English - freshmen; business writing; technical writing; sociology; political science; education; psychology; law enforcement; health sciences; environmental health; agriculture; chemistry; government documents; maps; microforms - all levels.

PENNSYLVANIA STATE UNIVERSITY - UNIVERSITY PARK CAMPUS - continued

Administered by: formal course by Associate Dean and mutual discussion among those assigned to teach; other methods of instruction administered by department heads, and coordinators assigned in Undergraduate Library and Reference Department.
Staff Involved: 6 to 8 librarians less than half time; est. 500-600 non-pro hrs/yr.
Performance Evaluation: student evaluation forms.
Objectives: under development.
Program Evaluation: under development.
Cooperation: assist with State Library sponsored training programs.

PENNSYLVANIA STATE UNIVERSITY - YORK CAMPUS (pub,650,undergrad and grad)
Mrs. Ruth Shatto, Librarian
1031 Edgecomb Ave.
York, Pa. 17403 (846-8906)

Methods: point of use by librarian, lectures to classes.
Print Materials: guides to tools. Non-print: transparencies.
Subjects: English - freshmen.
Administered by: Librarian, less than half time.
Staff Involved: 1 librarian less than half time, 35 non-pro hrs/yr.
Program Evaluation: request faculty to give evaluation and to request verbal or written comments from students. Some faculty prefer to give quiz in future class tests.
Enrollment Reached: approx. 25% each of fall, winter,spring terms.

PHILADELPHIA COLLEGE OF ART (priv,1200,undergrad and grad)
Hazel Gustow, Head Librarian
Broad and Pine Sts.
Philadelphia, Pa. (Ki6-0545)

Methods: Pathfinders, point of use by librarian, lectures to classes.
Print Materials: subject guides.
Subjects: the arts, esp. search for pictures, biographical material; related social sciences; design; literature, esp. finding book and film reviews; education - graduates in art education.
Administered by: Head Librarian or Readers' Services Librarian.
Staff Involved: 2 librarians less than half time.
Job Descriptions: yes.
Enrollment Reached: 1% est.

PHILADELPHIA COLLEGE OF PHARMACY AND SCIENCE (priv,1000, undergrad and grad)
Mrs. Elizabeth W. J. Chase, Librarian
Joseph W. England Library
42nd and Woodland Ave.
Philadelphia, Pa. 19104 (215-386-5800, x 296)

Methods: conducted tours; self-instruction slide-tape programs; point of use by librarian; term paper clinics.
Print Materials: Addison-Wesley Pathfinders, guide to the library.
Non-print Materials: audiotapes or cassettes on Chemical Abstracts, Guide to Index Medicus, SCI (3); slide-tape program prepared by Institute for Scientific Information illustrating the use of their indexes and two prepared by the National Audiovisual Center on Medline in Context and on Medlars, Capabilities and Limitations; transparencies for classes.
Enrollment Reached: 85%.

PITTSBURGH THEOLOGICAL SEMINARY (priv,156, 152 part time, grad only)
Mrs. Elizabeth F. Howard
Reference, ILL, Periodicals Librarian
Clifford E. Barbour Library
616 N. Highland Ave.
Pittsburgh, Pa. 15206 (362-5610)

Methods: conducted tours, point of use by librarians and thru print materials, lectures to small groups of incoming students at special sessions.
Print Materials: guides to tools, student handbooks.
Subjects: Theology, 1 and one-half hour sessions for incoming masters students.
Administered by: Reference Librarian less than half time.
Staff Involved: 1 librarian less than half time.
Enrollment Reached: 20%.

ROBERT MORRIS COLLEGE (priv,2573, 4 yr. undergrad)
Mr. Gaya P. Agrawal, Coordinator of Public Services
Narrows Run Road
Coraopolis, Pa. 15108 (412-264-9300, x 272)

Methods: conducted tours, point of use by librarian, lectures to classes, formal course proposal under consideration for one credit mini-course on business research techniques, optional for majors in business administration.
Print Materials: subject bibliographies for classes or at point of use; guides to tools for classes; exercises, questions and answers prepared and distributed to faculty only; handbooks distributed to students thru freshmen English classes and as freebies; faculty handbook distributed thru mail or at faculty orientation.
Non-print Materials: filmstrips; slide-tape programs; transparencies for classes.
Subjects: English - freshmen; speech - sophomores; office procedures - sophomores; business teacher education - seniors; marketing research - senior; investment analysis - seniors.
Administered by: Coordinator of Public Services, less than half time.
Staff Involved: 4 librarians less than half time, 50-60 non-pro hrs/yr.
Job Descriptions: yes.
Performance Evaluation: feedback from instructors, observation by librarians in use of library materials.
Need Assessed by: meetings with instructors and department chairmen.
Enrollment Reached: 30-35%.
Cooperation: participate in PRLC's committee on A-V Instruction Material, planning and proposing cooperative production of instructional materials.

SHIPPENSBURG STATE COLLEGE (pub,4760, undergrad and grad)
Signe J. Keller, Reference Librarian
Ezra Lehman Memorial Library
Shippensburg, Pa. (717-532-9121, x 319)

Methods: conducted tours, lectures to classes and other groups.
Print Materials: subject bibliographies, student and faculty handbooks.
Subjects: English, biology, education, history, sociology - undergrad and grad.
Enrollment Reached: 10-15%.

SLIPPERY ROCK STATE COLLEGE (pub,5430,undergrad and grad)
Edna King, Head of Readers' Services
Slippery Rock, Pa. 16057 (794-7242or 3)

Methods: conducted tours, point of use by librarian, lectures to classes.
Print Materials: guide to tools for classes; student handbook used with classes or as freebie; faculty handbook sent to offices.
Non-print Materials: filmstrip on ERIC for classes; audiotapes or cassettes for classes; slide-tapes for classes.
Subjects: English - undergraduate, mostly freshmen; Library Science - undergraduates; speech - undergraduate, mostly freshmen; health science - undergraduate; physical education - graduate and undergraduate; biology - undergraduate.
Administered by: Head of Readers' Services, less than half time.
Staff Involved: 5 librarians less than half time, approx. 50 non-pro hrs/yr.
Job Descriptions: covered in overall description.
Enrollment Reached: 50%.

ST. CHARLES SEMINARY (priv,500,undergrad and grad)
Rev. John J. Shellem, Director of Libraries
Ryan Memorial Library
Overbrook
Philadelphia, Pa. 19151 (215-TE9-3760)

Methods: conducted tours, point of use by librarian and thru print materials, lectures to classes; general library use course for no-credit.
Print Materials: subject bibliographies as freebies; subject guides for classes and as freebies; guides to tools for classes; exercises or assignments for classes.
Non-print Materials: films, filmstrips, videotapes, audiotapes or cassettes, slides, slide-tapes, computers: all used with class lectures and at point of use, chiefly with religion, art, literature and history classes.
Subject: English - freshmen.
Administered by: Readers' Services Librarian, less than half time.
Staff Involved: 2 librarians less than half time.
Job Descriptions: yes.
Enrollment Reached: 8%.

ST. JOSEPH'S COLLEGE (priv,2053,undergrad and grad)
Miss Patricia Kreidler, Reference Librarian
54th and City Line Aves.
Philadelphia, Pa. 19131 (215-879-7557)

Methods: conducted tours; point of use by librarian; lectures to classes; scheduled individuals.
Print Materials: subject bibliographies with classes; subject guides and guides to tools at point of use.
Subjects: art, music, English - introductory courses; business, food marketing, education, politics - undergrad majors.
Administered by: team of reference librarians working together under general directon of the head librarian.
Staff Involved: 4 librarians less than half time, 20 non-pro hrs/yr.
Enrollment Reached: 10%.

ST. VINCENT COLLEGE (priv,885,4 yr. undergrad)
Fintan R. Shoniker, Director of Libraries
Latrobe, Pa. 15650 (412-539-9761)

Methods: conducted tours, point of use by librarian, lectures to classes.
Print Materials: guides to tools.
Subjects: English - freshmen, usually by English dept. staff.

SUSQUEHANNA UNIVERSITY (priv,1400,4 yr. undergrad)
Joel G. Clemmer, Reference Librarian
Roger M. Blough Learning Center
Selinsgrove, Pa. 17870 (717-374-2345, x 286)

Methods: conducted tours, printed self-guided tour in prep; point of use by librarian and thru print materials; lectures to classes.
Print Materials: subject bibliographies for classes; guides to tools, point of use signs for card catalog, Biological Abstracts, Encyclopedia Britannica; student handbook in prep.; handout on suggested research method; list of disciplines with relevant indexes and abstracts.
Subjects: freshmen writing classes, 45 min. tour.
Administered by: reference librarian, less than half time.
Staff Involved: 1 librarian less than half time.
Enrollment Reached: 20%.

SWARTHMORE COLLEGE (priv,1200,4 yr. undergrad with a few cooperative MA programs)
Richard L. Press, College Librarian
Swarthmore, Pa. 19081 (215-K14-7900, x 430)

Methods: conducted tours; point of use by librarian and thru print materials; lectures to classes and other groups; term paper clinics.
Print Materials: subject bibliographies, subject guides, guide to tools.
Administered by: Humanities Librarian, half time.
Staff Involved: 2 librarians half time; 100 non-pro hrs/yr.
Job Descriptions: yes.
Special Qualifications: subject masters or PhD and preferably teaching exp.
Objectives: imbedded in the SCOLP report and other general documents on the role of the Library in the academic community.
Enrollment Reached: 15%.

TEMPLE UNIVERSITY (pub,30,000,undergrad and grad)
J.L. Gotlobe, Assistant Director
Public Service Division
Samuel Paley Library
Philadelphia, Pa. 19122 (215-787-8231 or network 337-8231)

Methods: conducted and printed self-guided tours; point of use thru print materials; lectures to classes.
Print Materials: subject bibliographies, subject guides, guides to tools, student handbook.
Non-print Materials: videotape for new faculty orientation, also used to train non-staff tour guides.
Subjects: education and science - graduates; education - undergraduates.
Administered by: Assistant Directory of Public Services.
Need Assessed by: survey.
Note: in initial stage of planning cooperative effort in library instruction with College of Liberal Arts.

THOMAS JEFFERSON UNIVERSITY (priv,1200,undergrad and grad)
Robert T. Lentz, Librarian
Scott Memorial Library
11th and Walnut Sts.
Philadelphia, Pa. 19107 (215-829-8851)

Methods: conducted tours, point of use by librarian.
Staff Involved: 2 librarians less than half time.
Enrollment Reached: 15%.

UNIVERSITY OF PENNSYLVANIA (priv,20,000,undergrad and grad)
Ellen S. DeMarinis, Reference Librarian
Charles Patterson Van Pelt Library
Philadelphia, Pa. 19174 (215-243-7554)

Methods: conducted tours, point of use by librarians, lectures to classes and other groups.
Print Materials: subject bibliographies for classes, at point of use or as freebies; guides to tools at point of use; handbook for students and faculty for classes, and as freebies.
Non-print Materials: slides for use with general orientation lecture.
Subjects: history and English - graduate.
Administered by: one librarian has special responsibility for orientation under head of reference, less than half time.
Staff Involved: 8 librarians less than half time.
Enrollment Reached: 5%.

UNIVERSITY OF PITTSBURGH - FALK LIBRARY OF THE HEALTH PROFESSIONS (pub, ,undergrad & grad postgrad and research)
Laurabelle Eakin, Assistant Director
Scaife Hall
Pittsburgh, Pa. 15261 (412-624-2521)

Methods: conducted tours, point of use by librarian, lectures to classes, informal group instruction on the use of MEDLINE, course on Medical Libraries and Literature, LS237 in School of Library and Information Science.
Print Materials: subject guides and guides to tools used with tours; printed guide to library.
Non-print Materials: computers.
Subjects: nursing, pharmacy, pharmacology, physical education.
Administered by: Assistant Director, less than half time.
Staff Involved: 3 librarians less than half time.

UNIVERSITY OF PITTSBURGH - GRADUATE SCHOOL OF BUSINESS (pub,400,grad)
Mildred S. Myers, Librarian
1916 Cathedral of Learning
Pittsburgh, Pa. 15260 (412-624-6408)

Methods: conducted tours, self-instruction library manual, point of use by librarian and thru print materials; lectures to classes and other groups.

UNIVERSITY OF PITTSBURGH - GRADUATE SCHOOL OF BUSINESS - continued

Print Materials: subject bibliographies, subject guides, guides to tools, student handbook, faculty handbook.
Subjects: marketing, business and society, accounting and finance, economics, operations management, international business - all graduate.
Administered by: Librarian, less than half time.
Staff Involved: 1 librarian less than half time, 10 non-pro hrs/yr.
Program Evaluation: by students.
Enrollment Reached: 50%.

UNIVERSITY OF PITTSBURGH AT GREENSBURG (pub,585,4 yr. undergrad)
Julia Tamkevicz, Head Librarian
1130 Mt. Pleasant Rd.
Greensburg, Pa. 15260 (837-7040)

Methods: conducted tours, point of use by librarian, lectures to classes, term paper clinics.
Print Materials: subject guides, guides to tools, student handbook.
Administered by: 2 librarians working together.
Staff Involved: 2 librarians, 150 non-pro hrs/yr.
Job Descriptions: yes.
Enrollment Reached: 60%.

UNIVERSITY OF PITTSBURGH LAW LIBRARY (pub,461,grad)
Talbert B. Fowler, Jr.
Law Librarian and Professor of Law
1525 Cathedral of Learning
Pittsburgh, Pa. 15260 (412-624-6214)

Methods: conducted tours, point of use by librarian and thru print materials, lectures to classes, freshmen course in legal bibliography.
Print Materials: problem exercises in use of specific law books, such as statutes, digests, special subject reports and citations; special pamphlets on materials of major publishers, such as West Pub. Co., Lawyers Cooperative Pub. Co., and Shepard's Citations.
Non-print Materials: filmstrip on Shepard's Citations used with classes; slides of publications of West and the Lawyers Cooperative used with classes.
Administered by: Law Librarian, less than half time.
Staff Involved: 1 librarian less than half time, 20 non-pro hrs/yr.
Qualifications: instruction and experience in legal subjects and library science.
Evaluation: students usually fill out evaluation sheets.
Objectives: precis presented to curriculum committee and entire faculty, covered entire content of the lectures and policies in presenting legal bibliography and library techniques.
Enrollment Reached: 100%.

WASHINGTON AND JEFFERSON COLLEGE (priv,963,)
Robert E. Connell, Librarian
Washington, Pa. 15301 (412-222-4400, x 270)

Methods: lectures to classes or voluntary seminars in bibliographic control and library use; general elective six-week course for no credit offered twice each year.

WASHINGTON AND JEFFERSON COLLEGE - continued

Print Materials: locally designed syllabus covering the world of print.
Subjects: biology, chemistry, French.
Administered by: Head Librarian and reference librarian.
Staff Involved: 2 librarians less than half time, 40-50 non-pro hrs/yr.
Qualifications: desire and ability to teach.
Enrollment Reached: 10-15%.

WEST CHESTER STATE COLLEGE (pub,6653,undergrad and grad)
Mary Anne Burns, Reference Librarian
Francis Harvey Green Library
West Chester, Pa. 19380 (215-436-2453)

Methods: conducted tours; self-instruction exercises; point of use by librarian and thru print materials; lectures to classes; instruction at request of individuals or groups.
Print Materials: subject bibliographies and subject guides for classes and as freebies; guides to tools for classes or individual instruction; exercises or assignments for classes; student handbook for classes and incoming students; a programmed elementary serials unit is in prep.; some commercially produced "student guide" type books are used in class preparation and for individual instruction.
Subjects: English composition - freshmen; anthropology and history - undergrad; education, biology, political science, psychology, geography - undergrad and grad.
Administered by: Head of Reference with cooperation of other 3 reference librarians.
Staff Involved: 4 librarians less than half time, 40 non-pro hrs/yr.
Job Descriptions: part of general overall description.
Enrollment Reached: 20-25%.

WESTMORELAND COUNTY COMMUNITY COLLEGE (pub,1200,2 yr college)
Mary Stubbs, Acting Director
Learning Resources Center
Armbrust Rd.
Youngwood, Pa. 15697 (412-836-1600, x 270)

Methods: conducted tours, point of use by librarian, self-instruction exercises, lectures to classes.
Print Materials: exercise completed by students following class instruction and tours; student handbook distributed to classes; faculty information section of general faculty handbook.
Non-print Materials: transparencies.
Administered by: Head Librarian less than half time.
Staff Involved: 2 librarians less than half time.
Need Assessed: given to all freshmen Composition I and Communications I students.

WILKES COLLEGE (priv,2018,undergrad and grad)
F. J. Krohle, Reference Librarian
Eugene Shedden Farley Library
S. Franklin and South Sts.
Wilkes-Parre, Pa. 18703 (717-824-4651, x 331)

Methods: conducted tours; slide-tape tour; self-instruction exercises; point of use by librarian; lectures to classes.

WILKES COLLEGE - continued

Print Materials: subject bibliographies at point of use and for classes; poster examples as aids during lectures.
Non-print Materials: slide-tape program giving general overview of library.
Subjects: English and education.
Administered by: Reference Librarian.
Staff Involved: 2 librarians less than half time; approx. 500 non-pro hrs. in development of slide-tape.
Program Evaluation: each person in class asked to respond to a questionnaire anonymously, results inconclusive.
Enrollment Reached: 25-30%.

WILSON COLLEGE (priv,375,4 yr. undergrad)
Ruth Ann Edwards, Director
Charles L. Kuhns, Reference Librarian
JohnStewart Memorial Library
Chambersburg, Pa. 17201 (717-263-4141)

Methods: conducted tours, printed self-guided tours; point of use by librarian; lectures to classes.
Print Materials: subject bibliographies for classes; subject guides as freebies and with orientation sessions; exercises or assignments for classes and orientation sessions.
Subjects: English - all levels; biology, political science, history - all levels.
Administered by: Director, less than half time.
Staff Involved: 3 librarians less than half time.
Cooperation: team teaching methods employed; use of visiting librarians.

YORK COLLEGE (priv,1800,4 yr. undergrad)
Margaret S. Atwood, Librarian
Country Club Rd.
York, Pa. 17405 (846-7788, x 277)

Methods: conducted tours, point of use by librarian, lectures to classes.
Non-print Materials: filmstrips available, not currently used.
Subjects: English - freshmen.
Administered by: Head Librarian.
Staff Involved: 5 librarians less than half time, 75 non-pro hrs/yr.
Enrollment Reached: 25%.

PENNSYLVANIA LIBRARY ASSOCIATION
COLLEGE and RESEARCH LIBRARIES DIVISION
Library Instruction Survey
May 1975

The College and Research Libraries Division of the Pennsylvania Library Association is collecting data on library instruction programs in Pennsylvania's academic libraries. The information you supply will be shared with other librarians interested in library instruction; your time and effort in completing this questionnaire will be greatly appreciated.

General Information

1. Library:_____

2. Institution:_____

3. Name of person completing questionnaire:_____

4. Position:_____

5. Mailing Address:_____

6. Telephone:_____

7. Institution is: ( ) publicly supported ( ) privately supported

8. Enrollment (FTE) is:_____

9. Type of program library supports is:

( ) two year college program only
( ) four year undergraduate college program only
( ) undergraduate and graduate programs
( ) graduate program only
( ) other:_____

Information on Content of Instructional Program*

10. Methods of instruction currently in use:

a. tours
( ) conducted
( ) printed self-guided
( ) cassette self-guided
( ) slide-tape, videotape, film

b. self-instruction
( ) programmed
( ) exercises
( ) computer assisted
( ) other:_____

d. point of use
( ) by librarian
( ) thru print materials
( ) thru non-print materials

e. lectures to:
( ) classes
( ) other groups:_____

f. informal group instruction:
( ) term paper clinics
( ) other:_____

*Portions of this section of the questionnaire are based on the questionnaire of Project LOEX at Eastern Michigan University.

10. Methods of instruction currently in use - continued

g. formal courses in library use taught by librarians:
( ) general library use course for credit.
( ) general library use course for no credit.
( ) library use course in a specific academic subject for credit.
( ) library use course in a specific academic subject for no credit.

Please specify level of course and/or subject for items checked above:

h. other methods:

11. Print materials currently in use, how each is used (e.g., with class lectures, in separate courses, point of use, freebies to pick up, etc.):
( ) none
( ) subject bibliographies:

( ) subject guides (how- to- find):

( ) guides to tools (indexes, card catalog, etc.):

( ) exercises or assignments:

( ) student handbooks:

( ) faculty handbooks:

( ) programmed materials:

( ) textbooks or manuals (supply citations if appropriate):

( ) texts:

( ) other:

12. Non-print materials currently in use, subject covered, and how each is used (e.g., with class lectures, in separate courses, point of use, etc.):
( ) none
( ) films:

( ) filmstrips:

( ) television:

( ) videotape:

( ) audiotapes or cassettes:

( ) slides only:

( ) slide-tape programs:

( ) transparencies:

( ) computers:

( ) other:

13. In what subject areas do you currently give instruction and at what level? (e.g., English - freshman, engineering - graduates, biology - undergraduate majors, etc.)

Information on Administration of Instructional Program:

14. Is your library instruction program a separate department or unit of the library?
( ) no
( ) yes

If no, how does it fit into the library organization?

If yes, what is the unit called?

15. Is one librarian in charge of the library instruction program?
( ) no
( ) yes

If no, how is the program administered?

If yes, please answer the following:

a. What is the title of the librarian in charge?_____
b. How long has this position existed?_____
c. How much time does this position devote to library instruction?
( ) full time ( ) half time ( ) less than half time

16. In total, how many librarians are involved in library instruction?
(Specify number in each parentheses):
( ) full time ( ) half time ( ) less than half time

17. Are there written job descriptions for librarians involved in instruction?
( ) no
( ) yes

18. Are there special qualifications for librarians involved in instruction?
( ) no
( ) yes, please describe briefly:

19. Are there special criteria-procedures used to evaluate librarians' performance in instructional activities?
( ) no
( ) yes, please describe briefly:

20. How many non-professional manhours are devoted to supporting the library instruction program in an academic year? _____

21. Do you have any established procedures to determine if your clientele needs library instruction, to identify those who do and define what their specific needs are?
( ) no
( ) yes, please briefly describe your techniques:

22. Do you have written policy or objectives statements on your instructional program?
( ) no
( ) yes, briefly describe their scope and content:

23. Does your library budget have an identifiable fund for library instruction?
( ) no
( ) yes

If yes,
a. What percentage of the total library budget is devoted to instruction?_____
b. What percentage of the instruction budget is devoted to staff costs?_____
c. What percentage of the instruction budget is devoted to materials and other costs?
_____

24. Has your instructional program (or any part of it) been evaluated?
( ) no
( ) yes, please briefly describe your techniques:

25. What percentage of the FTE enrollment does your instructional program reach in an academic year?_____

26. Does your library engage in any cooperative instructional activities with another library or institution?
( ) no
( ) yes, please briefly describe:

Association Involvement Instruction:

27. Do you feel the College and Research Libraries Division of PLA should organize an interest group on library instruction? ( ) no ( ) yes

28. Would you participate in such a group? ( ) no ( ) yes

29. What should be the objectives and activities of such a group?

Please send the completed questionnaire to: Sara Lou Whildin
W106 Pattee Library
University Park, PA 16802

DUE DATE: JUNE 30, 1975

THANK YOU FOR YOUR COOPERATION

SELECTIVE INDEX

AUDIOTAPES (INC. CASSETTES)
- Bucknell
- Butler CCC
- Chestnut Hill Hospital
- Eastern
- Elizabethtown
- Montgomery CCC
- Mount Aloysius JC
- Phila. C. of Pharmacy and Science
- St. Charles Seminary
- Slippery Rock State

COMPUTERS
- Medical C. of Pa.
- St. Charles Seminary
- U. of Pitt. Falk Library

COOPERATION
- Bryn Mawr
- Cedar Crest and Muhlenberg
- Mercyhurst
- Penn State-Behrend
- Robert Morrise
- Wilkes

COURSES see FORMAL COURSES

ENROLLMENT

1-499
- Cabrini
- Chestnut Hill Hospital
- Clarion State-Venango
- Mount Aloysius JC
- Pittsburgh Theological Sem.
- U. of Pitt.-Grad. Sch. of Bus.
- U. of Pitt. Law

500-999
- Carlow
- Cedar Crest
- Eastern
- Harcum JC
- Immaculata
- Keystone JC
- Medical C. of Pa.
- Messiah
- Penn State-Berks
- Penn State-DuBois
- Penn State-York
- St. Charles Seminary
- St. Vincent
- U. of Pitt.-Greensburg
- Washington and Jefferson

ENROLLMENT

1000-1499
- Albright
- Elizabethtown
- Juniata
- Lincoln
- Luzerne CCC
- Lycoming
- Mercyhurst
- Moravian
- Muhlenberg see Cedar Crest
- Penn State-Beaver
- Penn State-McKeesport
- Phila. C. of Art
- Phila. C. of Pharm. & Sci.
- Susquehanna
- Swarthmore
- Thomas Jefferson
- Westmoreland CCC

1500-1999
- Dickinson
- Lafayette
- Penn State-Behrend
- Penn State-Capitol
- York

2000-4999
- Bucknell
- Butler
- California State
- Cedar Crest and Muhlenberg
- Delaware CCC
- Franklin and Marshall
- Lock Haven State
- Montgomery CCC
- Robert Morris
- Shippensburg State
- St. Joseph's
- Wilkes

5000-9999
- Community C. of Phila.
- Kutztown State
- Slippery Rock State
- West Chester State

20,000+
- U. of Pennsylvania
- Temple
- Penn State - University Park

EVALUATION-PERFORMANCE
- Butler CCC
- Carlow
- Cedar Crest
- Chestnut Hill Hospital
- Dickinson
- Franklin and Marshall
- Medical C. of Pa.
- Robert Morris
- Temple
- U. of Pitt. Law

EVALUATION-PROGRAM
- Cedar Crest and Muhlenberg
- Dickinson
- Lincoln
- Luzerne CCC
- Penn State-Beaver
- Penn State-Capitol
- Penn State-DuBois
- Penn State-York
- U. of Pitt. Grad. Sch. of Bus.
- U. of Pitt. Law
- Wilkes

EXERCISES OR ASSIGNMENTS
- Bucknell
- California State
- Carlow
- Cedar Crest and Muhlenberg
- Community C. of Allegheny-Allegheny
- Community C. of Phila.
- Clarion State - Venango
- Dickinson
- Elizabethtown
- Franklin and Marshall
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- Medical C. of Pa.
- Montgomery CCC
- Penn State - University Park
- Robert Morris
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FILMS
- Cedar Crest and Muhlenberg
- Chestnut Hill Hospital
- Community C. of Allegheny-Allegheny
- Community C. of Phila.
- Juniata
- St. Charles Seminary

FILMSTRIPS
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- Immaculata
- Kutztown State
- Lincoln
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- St. Charles Seminary
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- U. of Pitt. Law
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FORMAL COURSES
- Cabrini
- Chestnut Hill Hospital
- Dickinson
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JOB DESCRIPTIONS
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- Mercyhurst
- Montgomery CCC
- Phila. C. of Art
- Robert Morris
- Slippery Rock State
- St. Charles Seminary
- Swarthmore
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- West Chester

NEED ASSESSMENT
- California State
- Chestnut Hill Hospital
- Elizabethtown
- Kutztown
- Lincoln
- Robert Morris
- Temple

OBJECTIVES
- Cedar Crest and Muhlenberg
- Dickinson
- Juniata
- Keystone JC
- Mercyhurst
- Montgomery CCC
- Mount Aloysius JC
- St. Charles Seminary
- Swarthmore
- U. of Pitt. Law

POINT OF USE THRU NON-PRINT
- Cabrini
- California State
- Community C. of Phila.
- Clarion State-Venango
- Immaculata
- Lincoln
- Penn State - University Park

POINT OF USE THRU PRINT
- Cabrini
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- Carlow
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- Immaculata
- Kutztown State
- Lafayette
- Lincoln
- Mercyhurst
- Moravian
- Penn State-Behrend
- Penn State-Berks
- Penn State-University Park
- Pittsburgh Theological Sem.
- St. Charles Seminary
- Susquehanna
- Swarthmore
- Temple
- U. of Pitt. Grad. Sch. of Bus.
- U. of Pitt. Law
- West Chester State

PROGRAMMED MATERIALS
- Bucknell
- Cedar Crest and Muhlenberg
- Medical C. of Pa.

QUALIFICATIONS FOR INSTRUCTORS
- Cedar Crest and Muhlenberg
- Dickinson
- Franklin and Marshall
- Lock Haven
- Medical C. of Pa.
- Swarthmore
- U. of Pitt. Law
- Washington and Jefferson

SELF-INSTRUCTION EXERCISES
- Cedar Crest and Muhlenberg
- Community C. of Philadelphia
- Elizabethtown
- Franklin and Marshall
- West Chester State
- Westmoreland CCC
- Wilkes

SELF-INSTRUCTION PROGRAMMED MATERIALS
- Cedar Crest and Muhlenberg
- Chestnut Hill Hospital
- Community C. of Allegheny-Allegheny
- Immaculata

SLIDES
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- California State
- Cedar Crest and Muhlenberg
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- Juniata
- St. Charles Seminary
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- U. of Pitt. Law

SLIDE-TAPE
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- Chestnut Hill Hospital
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- Dickinson
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- Luzerne CCC
- Medical C. of Pa.
- Mercyhurst
- Penn State-Beaver
- Penn State-Behrend
- Penn State-University Park
- Phila. C. of Pharm. & Sci.
- Robert Morris
- St. Charles Seminary
- Slippery Rock State
- Wilkes

SUBJECTS

AGRICULTURE
- Penn State-University Park

ART
- Moravian
- Phila. C. of Art
- St. Joseph's

BIOLOGY
- Cabrini
- Cedar Crest and Muhlenberg
- Elizabethtwon
- Franklin and Marshall
- Lafayette
- Lincoln
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- Shippensburg State
- Slippery Rock State
- Washington and Jefferson
- West Chester State
- Wilson

BUSINESS
- Community C. of Allegheny-Allegheny
- Franklin and Marshall
- Lincoln
- Penn State-Capitol
- Robert Morris
- St. Joseph's
- U. of Pitt. Grad. Sch. of Bus.

CHEMISTRY
- Bucknell
- Carlow
- Cedar Crest and Muhlenberg
- Lafayette
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- Penn State-University Park
- Washington and Jefferson

CRIMINOLOGY
- Butler CCC
- Penn State-University Park

DEMOGRAPHY
- Bryn Mawr

DEVELOPMENTAL STUDIES
- Community C. of Allegheny-Allegheny

DRAMA
- Franklin and Marshall

ECONOMICS
- Bryn Mawr
- Bucknell
- Cedar Crest and Muhlenberg

SUBJECTS

EDUCATION
- Cabrini
- Cedar Crest and Muhlenberg
- Elizabethtown
- Penn State-Capitol
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- St. Joseph's
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- Bucknell
- Lafayette
- Penn State-Capitol

ENGLISH
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- York

SUBJECTS

FILM
- Bucknell

FRENCH
- Cedar Crest and Muhlenberg
- Washington and Jefferson

GEOGRAPHY
- Clarion State-Venango
- Penn State-University Park
- West Chester State

GEOLOGY
- Franklin and Marshall
- Juniata

GERMAN
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HEALTH SCIENCES
- Slippery Rock State
- Penn State-University Park

HISTORY
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- Butler CCC
- Cedar Crest and Muhlenberg
- Community C. of Allegheny-Allegheny
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- Lafayette
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- Shippensburg State
- University of Pennsylvania
- West Chester State
- Wilson

HUMANITIES
- Dickinson
- Lincoln
- Penn State-Capitol

LAW
- U. of Pitt. Law

LIBRARY SCIENCE
- Slippery Rock State

MEDICINE
- Medical C. of Pa.

MUSIC
- Cedar Crest and Muhlenberg

NURSING
- Butler CCC
- Carlow
- Cedar Crest and Muhlenberg
- Clarion State-Venango
- Medical C. of Pa.
- U. of Pitt. Falk
- Chestnut Hill Hospital

SUBJECTS

PHARMACY and PHARMACOLOGY
- Phila. C. of Pharm. & Sci.
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PHYSICAL EDUCATION
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- Cabrini
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- Penn State-Capitol

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- Penn State-University Park
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SUBJECTS

SPEECH
- Carlow
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- Lock Haven State
- Penn State-Beaver
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- Robert Morris
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- Eastern College

TERM PAPER CLINICS
- California State
- Community C. of Allegheny-Allegheny
- Delaware CCC
- Lycoming
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- Penn State-University Park
- Phila. C. of Pharm. & Sci.
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- U. of Pitt. at Greensburg

TOURS, BRINTED SELF-GUIDED
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- Franklin and Marshall
- Immaculata
- Kutztown State
- Lincoln
- Mercyhurst
- Penn State-University Park
- Susquehanna
- Temple
- Wilson

TOURS, CASSETTE SELF-GUIDED
- Bucknell
- Butler CCC
- Montgomery CCC
- Mount Aloysius JC
- Penn State-Beaver

TOURS, SLIDE-TAPE, VIDEOTAPE, FILM
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- Community C. of Phila.
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- Elizabethtown
- Juniata
- Lincoln
- Penn State-Behrend
- Penn State-Beaver
- Wilkes

TRANSPARENCIES
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TWO-YEAR COLLEGE PROGRAMS
- Butler CCC
- Community C. of Allegheny-Allegheny
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- Harcum JC
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- Montgomery CCC
- Mount Aloysius JC
- Penn State-Beaver
- Penn State-Berks
- Penn State-DuBois
- Penn State-McKeesport
- Westmoreland CCC

VIDEOTAPE
- Eastern
- St. Charles Seminary
- Temple